

CONFIDENTIAL



Site Selection Worksheet

California Business Investment Services – CalBIS
801 “K” Street, Suite 2100
Sacramento, CA 95814
(916) 322-0000
FAX (916) 322-0614



CONFIDENTIAL

Completion of the following worksheet will aid the CalBIS staff in conducting a comprehensive site and facilities search. All of the information is very important; however, please do not feel obligated to include what may be sensitive or confidential. If all the information is not readily available, indicate that it will be forwarded at a later date by entering "FORWARD" in the appropriate blank.

We appreciate having the opportunity to work with you and your company. Your judgment in completing this worksheet will be respected. Thank you.

Company: _____ Date: _____

President/CEO: _____

Project Manager and Title: _____

Building/Street: _____

City/Region: _____

Country: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

DESCRIPTION OF BUSINESS

Main operations: _____

Total assets: US\$ _____ Annual revenue: US\$ _____ Year: _____

Existing California operations: _____

Proposed California operations: _____

Proposed California product, technology, or service: _____

PLEASE ATTACH YOUR
BUSINESS CARD HERE

Send completed worksheet to:

**California Business Investment Services
801 "K" Street, Suite 2100
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GENERAL INFORMATION

Operation/Expansion Schedule

When would you like to begin construction?

Month _____ Day _____ Year _____

When does the facility need to be ready for occupancy?

Month _____ Day _____ Year _____

When does the facility need to be in operation?

Month _____ Day _____ Year _____

Estimated Investment

Land: \$ _____

Building: \$ _____

Equipment:

Manufacturing \$ _____

Other \$ _____

Total: \$ _____

Site Selection Factors

Please rate the following 1-5 in order of importance to expand business in California (1=high; 5=low):

_____ Government business incentive programs

_____ Labor availability

_____ Proximity to engineering talent

_____ Land and building cost

_____ Building visibility

_____ Housing cost

_____ Transportation access

_____ Proximity to scheduled air service

_____ Proximity to deepwater port

_____ Other: _____

_____ Seismic stability

_____ Telecommunications capacity

_____ Fiber optic availability

_____ Utility cost (gas and electric)

_____ Water availability and cost

_____ Waste water capacity and cost

_____ Proximity to colleges and universities

_____ Proximity to suppliers and customers

_____ Speed of express package delivery service

LAND AND BUILDING REQUIREMENTS

Acres required: _____ (min.) to _____

Building size required: _____ square feet

Office: _____ square feet

Warehouse: _____ square feet

Production: _____ square feet

Clean Room: _____ square feet

Refrigeration: _____ square feet

Clear ceiling height: _____ feet

Number of truck doors: _____ Dock level
_____ Grade level

Number of parking spaces: _____

Other building requirements: _____

Outdoor storage: ☐ Yes ☐ No

Please rate the following 1-5 according to preference (1=high; 5=low):

_____ Purchase existing building

_____ Own new construction

_____ Build-to-suit/lease

_____ Lease existing building for _____ years

_____ Class A space _____ Triple net

_____ Class B space _____ Gross

UTILITY REQUIREMENTS

ELECTRICITY

Immediate Full Operation

Demand (kilowatts)

Usage (average kilowatt hours per month)

Desired service voltage

Hours of operation (a.m./p.m.)

Operating days per week

Desired building amperage

NATURAL GAS

Therms per month

Cubic feet per hour (in thousands)

Pounds per square inch (PSI)

WATER

Gallons per day

WASTE WATER

Gallons per day

Suspended solids (pounds per day)

Biochemical oxygen demand (pounds per day)

Other: _____

COMMUNICATIONS

Yes

No

Fiber optics

☐
☐

Digital switching

☐
☐

High capacity T-1

☐
☐

Maximum distance to point of presence (POP): _____ miles

Other: _____

Potential environmental or other issues: _____

TRANSPORTATION REQUIREMENTS

- ☐ **Truck** Acceptable distance to interstate/major highway: _____ miles
Number of trucks entering and leaving the facility each day: _____
- ☐ **Air** Preferred distance to airport: _____ miles
Type: ☐ Commercial ☐ Cargo ☐ Private ☐ International
- ☐ **Rail** On-site: ☐ Yes ☐ No
Carloads per week: _____
- ☐ **Ship** Preferred distance to deepwater port: _____ miles

EMPLOYMENT INFORMATION

Total number of employees at all company facilities: _____
Total number of employees at new facility: _____
Number of transfers from existing operations: _____
Number of new hires at new facility: _____

Number	New Hire Job Description	Proposed Wages
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GEOGRAPHIC PREFERENCE

Please rank the CA site selection regions according to your priority of interest (1=highest):

- _____ Upstate California
- _____ Sacramento Region
- _____ Bay Area
- _____ Central Sierra
- _____ Central Valley
- _____ Central Coast
- _____ Los Angeles
- _____ Orange
- _____ Inland Empire
- _____ San Diego/Imperial



COMPETITION FROM OTHER STATES/NATIONS

What other states or countries are being considered for your company's expansion?
